

MINISTRY OF EDUCATION

THE INSTITUTE FOR BUSINESS ADMINISTRATION IN BUCHAREST

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ADMISSION PROCEDURE

TO

MASTER PROGRAM: *BUSINESS ADMINISTRATION-EXECUTIVE MBA*, 2025-2026 ACADEMIC YEAR

The organization and conduct of the admission competition for master's degree studies within the Institute for Business Administration in Bucharest (IBAB) for the academic year 2025-2026 are based on the provisions of the Law on Higher Education no. 199/2023, as amended and supplemented, Government Decree no. 404/2006 on the organization and conduct of master's degree studies, Law no. 448/2006 on the protection and promotion of the rights of persons with disabilities, republished, as amended and supplemented, Order of the Ministry of Education no. 3,693/01.02.2024 for the approval of the Framework Methodology for the organization of admission to higher education in short-term, bachelor's, master's and doctoral cycles of university studies.

The Institute for Business Administration of Bucharest (hereinafter referred to as IBAB) is a higher education institution accredited by the Romanian Agency for Quality Assurance in Higher Education (ARACIS) with the right to organize an admission competition, in order to evaluate skills, based on university autonomy and assuming public responsibility.

Chapter I

GENERAL PRINCIPLES

Art. 1

- a) The organization and conduct of the admission competition are the responsibility of the management and the Academic Directorate within IBAB, which are responsible for the correct application of these regulations.
- b) IBAB informs candidates, at least 6 months before the admission competition, by posting at the school headquarters and on the website: www.asebuss.ro: This regulation, the annual tuition offer, the conditions and documents required for registration, including the conditions and procedure for recognizing diplomas obtained abroad, the period of the admission sessions, the manner of conducting the competition, the competition tests, the facilities or special conditions (including for people with disabilities, with specific learning disorders or with special educational requirements); registration fees for organizing and conducting the admission; other useful information for candidates.

Art. 2

The *Business Administration - Executive MBA* program within IBAB is organized in cooperation with Georgia State University, Atlanta, Georgia, USA. Participants in this program have the status of master's student.

Art. 3

The *Business Administration - Executive MBA* program at IBAB has the following characteristics:

- (1) ensures the obtaining of specific competencies in the field of Business Administration;
- (2) leads to the obtaining of 120 credit points, acquired over 2 (two) years of study, to which are added 10 credit points acquired following the passing the dissertation exam;
- (3) is conducted in English;
- (4) has a strong global component and immediate applicability;
- (5) emphasizes both individual training and teamwork;
- (6) is financed through tuition fees.

Art.4

- a) Only graduates with a bachelor's degree obtained in Romania or equivalent, from an accredited university, regardless of the year of graduation from the bachelor's program, are entitled to participate in the admission competition.
- b) Romanian citizens who have completed their bachelor's degree studies abroad will also present the certificate of recognition of their studies, issued by the Ministry of Education, upon registration. (additional information: <http://www.cnred.edu.ro>).
- c) Citizens of the Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01, may participate in the admission competition under the same conditions provided by law for Romanian citizens, including with regard to tuition fees.
- d) The admission of Romanians from all over the world, as well as citizens of third-country European Union countries, is carried out based on methodologies specially developed by the Ministry of Education.
- e) IBAB has adopted, according to the law, measures regarding equal opportunities for people with disabilities, ensuring where necessary, additional support adapted to specific needs, supporting their access to the institution.
- f) A candidate can be admitted and enrolled as a student in a maximum of two study programs simultaneously, regardless of the cycle and the higher education institutions that offer them.
- g) 3-5 years of managerial experience, as well as a good knowledge of the English language are additional requirements for enrollment in master's studies at IBAB.
- h) The maximum number of students enrolled in the first year of study is 75 in the field of Business Administration.

Chapter II

CANDIDATE REGISTRATION

Art. 5

(a) The registration of candidates for the admission competition for the Master's program *Business Administration - Executive MBA* within IBAB is done in person based on the identity card/passport, at the Institute's headquarters.

The registration file contains:

- The registration form and a letter of recommendation from current or former superiors or business partners;
- The letter of financial support;
- A simple copy or scan of the bachelor's degree and the transcript (or the diploma supplement) and in case of passing the bachelor's degree exam in the current year – the bachelor's degree or the certificate issued by the educational institution;
- A simple copy or scan of the baccalaureate diploma;
- A simple copy or scan of the birth certificate;
- A simple copy or scan of the marriage certificate (if applicable);
- A simple copy or scan of the identity card;
- A color passport-type photo, in electronic format;
- A file evaluation fee and admission competition tests worth 500 lei (the evaluation fee is non-refundable);

Copies of the documents requested in the application file will be certified "According to the original" by the person designated for registering the application file, namely the University Registrar of IBAB.

b) By way of exception, for the establishment of the registration file for the academic year 2025-2026, online registration can be made (sending the registration file by email) by uploading the documents by the candidates, assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the original ones.

(c) Registration for the admission competition can be made, on behalf of the candidate, by another person on the basis of a power of attorney (only in situations where registration is made on campus).

(d) IBAB will publish on its own website, at www.asebuss.ro, the conditions and documents required for registration.

Chapter III

CONDUCT OF THE ADMISSION COMPETITION

Art.6

(a) The competition for admission to the program *Business Administration - Executive MBA* within IBAB is organized in admission sessions. The period of these sessions will be displayed on the institution's website at www.asebuss.ro.

(b) For the academic year 2025-2026, the competition for admission to the program *Business Administration - Executive MBA* can also be held online.

© The competition tests for admission to the *Business Administration - Executive MBA* program at IBAB consist of:

1. Interview - in English.

The interview committee evaluates each candidate based on the following criteria:

- (a) demonstration of skills in the field of general management;
- (b) managerial experience between 3-5 years;
- (c) availability and willingness to invest time and energy during the program;
- (d) good knowledge of English, as well as certification of English language skills.

2. File evaluation - when scoring this exam, the average of the bachelor's exam, the letter of recommendation, as well as the professional history and educational background mentioned in the application form or curriculum vitae will be taken into account.

(d) IAAB will publish on its website, at www.asebuss.ro, information about the competition.

Chapter IV

ADMISSION RESULTS

Art. 7

(a) The Board of Directors of IBAB approves the admission of candidates to the program *Business Administration - Executive MBA* following the admission competition, which will be subsequently approved by the school's senate.

(b) The admission decision is based on the evaluation of the following criteria:

- 1. Managerial experience;
- 2. Letter of recommendation;
- 3. Interview;
- 4. Candidate's file.

(c) The minimum general average for admission to the Business Administration - Executive MBA program is 6 (six). The general average for admission is calculated as the arithmetic average of the grades obtained in the competition tests. The average is calculated with two decimal places without rounding.

(d) Admitted candidates will be notified by e-mail or letter of the admission results. The list of admitted candidates will also be published on the institution's own website, at www.asebuss.ro.

(e) The candidates who obtained equal averages upon admission will be separated through a new selection procedure, consisting of a re-evaluation of the application files and an interview with a single committee.

(f) Any appeals regarding the results of the admission exam must be submitted, in writing, to the Academic Directorate, within 24 hours at the latest from the date of the results being communicated on the website and are resolved within 24 hours from the date of the closing of the appeals submission. The resolution of appeals is the exclusive competence of the appeals committee within IBAB. The decision of the appeals committee is final.

- (g) Appeals based on ignorance of these regulations are not admitted.
- (h) After the deadline for resolving appeals and responding (by email or letter) has expired, the result of the admission competition is final and cannot be modified.

Chapter V

ENROLLMENT IN THE FIRST YEAR

Art. 8

- (a) Candidates declared admitted, who have signed the educational services contract, the master studies contract, by the date of starting first academic year courses and have paid the first installment of the tuition fee for the first year, are allowed to be enrolled in the first year of study.
- (b) The master studies contract, completed and signed by the candidates declared admitted, may also be submitted online, with the obligation to submit the original by the beginning of the academic year.
- (c) Candidates declared admitted are enrolled in the 2025-2026 academic year by decision of the IBAB Rector, after signing the master studies contract and submitting a written application for enrollment by the date of starting the first academic year courses. After approval of enrollment, students are registered in the Unified Matriculation Register of Universities - RMUR (until the operationalization of the Unified National Integrated Register of Diplomas and Academic Documents - RUNIDAS) with a unique number valid for the entire period of study in the *Business Administration - Executive MBA* program.

Art.9

The candidate admitted to the program, who has not signed the educational services contract and the master studies contract by the start date of the first academic year, may request, through a written request with the approval of the IBAB Board of Directors, the postponement of the academic year, due to valid reasons. He may request, through a written request, enrollment in a subsequent academic year.

Chapter VI

DISPOZIȚII FINALE

Art. 10

Candidates admitted to the IAAB Executive MBA program can be issued certificates certifying their student status only after enrolling in the first year of study.

Art. 11

Registration for the admission competition confirms the candidates' full acceptance of these regulations.

Art. 12

During the years of university training, students must know and comply with the Regulations on the professional activity of students (Academic Regulations), the Financial Regulations, the Dissertation Regulations related to the Master's program in Business Administration - Executive MBA, as well as the University Charter of the Institute for Business Administration in Bucharest.

This Admission Procedure was revised, updated and approved at the IAAB Senate meeting on 10.10.2024..

PRESIDENT OF THE SENATE,



Prof. Univ. Dr. Marcel Duhăneanu